

Work Instruction - 03.02.05.00.03**Honeywell** **Back****E-Mail Owner**

WI Number: 03.02.05.00.03
WI Title: How to Fulfill Affirmative Procurement Program Requirements
Contact: Carolyn Lucas
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Effective Date: 08/29/2005

Active**Revisions**

- Reinstalled Missing Hotspot Links

Overview

Background	<p>The procurement of commercially available products made from recovered materials is required by DOE guidance implemented through the prime contract. The FM&T Affirmative Procurement Program (APP) assures that consideration is given to satisfying requirements for product procurement with available equivalent products made of recovered materials.</p> <p>The purpose of the FM&T and other Federal affirmative procurement programs is to foster markets for recovered materials by maximizing the Federal government's purchases of recycled products and secondarily to reduce the amount of solid waste requiring disposal through the purchase and use of products containing recovered materials.</p>
When to use	Use this work instruction when initiating the procurement of commercially available products from non-federal sources (non-GSA sources, etc.).

Step/Action Table

The following step/action table lists the steps and actions required by this work instruction.

Step	Who Does It	Action	
1	Requisitioner	Compare material to be requisitioned to Appendix 1, "EPA Designated Items," of this WI.	
		If ...	Then ...
		<p>The requisitioned item is listed on Appendix #1 and there are no product performance reasons (e.g., timely availability, poor performance, excessive cost, unacceptable quality) that require other than recycled product,</p> <p>The requisitioned item is listed on Appendix #1 and there are known product performance reasons (e.g., timely availability, poor performance, excessive cost, unacceptable quality) that require other than recycled product,</p>	<p>Assure the specification permits the purchase of recycled content product.</p> <ul style="list-style-type: none"> • Notify the Affirmative Procurement Officer via electronic mail with the following: <ul style="list-style-type: none"> - Product Description, - Recycled product unacceptable reasons, - Person's name for decision, • Proceed with requisition per <u>WI</u>

		03.02.05.00.01 and PD 03.03.03.01. • Obtain ES&H approval per WI 22.01.01.01.01.
2	Buyer	Proceed with procurement per PD 03.03.03.00.
3	Affirmative Procurement Officer	<ul style="list-style-type: none"> Retains a copy of performance disqualification documentation for submittal with the Annual Report to DOE. Promotes the program internally and externally to maximize the procurement and use of environmentally friendly products, consistent with economic efficiency. Regularly monitors FM&T procurement activities for program compliance. Maintains and updates Appendix 1. Reports annually to DOE the procurement of Appendix 1 items at FM&T by total expenditures and expenditures for items made from recycled materials.

Supporting Information

Forms:	None
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PD or WI references	WI 03.02.05.00.01, How to Initiate, Process and Amend Ariba Purchase Requisitions PD 03.03.03.00, Solicitation Activity PD 03.03.03.01, Acquisition Planning WI 22.01.01.01.01, How to Process a Preliminary Hazard Analysis (PHA)	
Reports	Annual Report to Department of Energy	
APPENDIX 1 EPA DESIGNATED ITEMS		
Categories	Items	Examples
Paper & Paper Products	Newsprint	
	High-grade bleached printing and writing paper	
	Tissues products	Toilet paper, towels, wipers, facial tissues
	Unbleached packaging	Corrugated boxes, fiber boxes, brown papers
	Recycled paperboard	Folding cartons, pad backing
Vehicular Products	Tires	Passenger car, light truck, bus, retreaded & repaired
	Fluids	Re-refined engine lubricating oils, hydraulic fluids, gear oils, reclaimed coolants
Construction Products	Building insulation	Rock wool, fiberglass, cellulose loose fill & spray-on, perlite composite board, plastic rigid foam (polyisocyanurate/polyurethane)
	Structural fiberboard and laminated paperboard	
	Carpet	
	Carpet backing	
	Carpet cushion	
	Concrete and concrete containing fly ash or ground granulated blast furnace slag	
	Consolidated and reprocessed latex paint	
	Floor tiles made from rubber or plastic (heavy duty/commercial use)	

	Flowable fill (used for filler around pipes in trenches)	
	Laminated paperboard	
	Patio blocks made from rubber or plastic	
	Polyester carpet face fiber	
	Railroad grade crossings/surfaces	
	Shower and restroom dividers/partitions	
Transportation Products	Channelizers	
	Delineators	
	Flexible delineators	
	Parking stops	
	Traffic barricades (type I & II) & traffic cones	
Park & Recreational Products	Park and recreational furniture	Park benches/picnic tables
	Plastic fencing	
	Playground surfaces nad running tracks made from rubber or plastic	
	Playground equipment	
Landscaping Products	Garden and soaker hoses	
	Food waste compost	
	Hydraulic mulch (paper-based & wood-based) compost	
	Landscaping timbers and posts (plastic lumber)	
	Lawn and garden edging	
	Yard trimmings compost	
Non-Paper Office Products	Binders: plastic-covered binders (plastic covering), chipboard, paperboard, or pressboard binders or binder components	
	Binders: solid plastic	
	Office recycling containers & office waste receptacles made from plastic, paper or steel	
	Plastic clipboards	
	Plastic clip portfolios	
	Plastic desktop accessories	
	Plastic envelopes	
	Plastic file folders	
	Plastic presentation folders	
	Toner cartridges	
	Plastic trash bags	
Miscellaneous	Awards and plaques	
	Industrial drums	
	Mats	
	Pallets	
	Signage	

	Sorbents	
	Strapping and stretch wrap	

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